

# ASSEMBLY CHIEF CLERK

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## THE CHIEF CLERK'S OFFICE "MISSION"

Responsible for providing support to 99 elected representatives and 218 staff members.

The mission of the Chief Clerk's Office is divided into five major responsibilities as follows:

1. To provide assistance and advice to the Speaker and members of the Wisconsin State Legislature in meeting the legal and parliamentary requirements of the lawmaking process.
2. To record the history of that process in a clear, unbiased and accurate manner.
3. To provide and disseminate information (including copies of bills, journals, amendments, roll calls, etc.) to members, staff and the general public relevant to the legislative process.
4. To provide responsible administrative, financial and ceremonial duties in providing a wide expanse of services to members of the Legislature. The office directs and administers the personnel, purchasing, accounting and general business functions of the Assembly.
5. Except as provided below, no staff under the supervision of the Assembly Chief Clerk may remove from the work premises any work-related materials containing personally identifying information of Representatives or Assembly employees. "Personally identifying information" means any information that can be readily associated with a particular individual through one or more identifiers or other information or circumstances. Examples of personally identifying information include Social Security numbers, driver's license numbers, employee identification numbers and telephone numbers. Failure to comply with this policy could result in disciplinary action up to and including dismissal. This policy does not prohibit the removal of personally identifying information from the work premises in the normal course of business (for example, placing items in the mail or delivering documents to intended recipients). Completing work at a non-work location, such as at home is not considered to be in the normal course of business.